

Onboarding Guide to the Microsoft Azure Enterprise Portal (Direct Enrollment)

Enterprise Azure Operations – Updated September 2016

Microsoft Azure

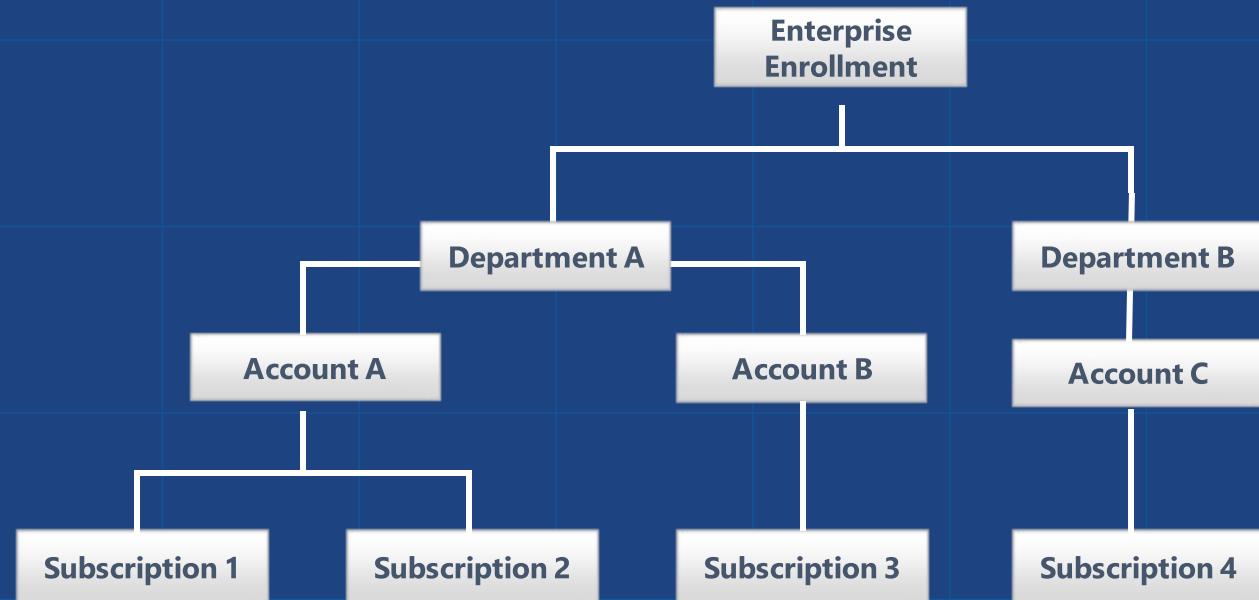
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Enterprise Azure Roles and Portals

To administer your Microsoft Azure services under your Enrollment, there are four distinct administrative roles: the Enterprise Administrator, The Department Administrator, the Account Owner and the Service Administrator. Users are required to authenticate using a valid Microsoft Account (LiveID <http://signup.live.com>) or School or Work Account (Azure-based Active Directory). Please ensure the ID entered is associated with a monitored mailbox as enrollment and account notifications will be sent to this mailbox.

The roles complete tasks on three different Microsoft Azure portals. The Enterprise Portal, the Account Portal and the Management Portal.



Enterprise Portal	<p>Enterprise Administrator - The Enterprise Administrator has the ability to add other Enterprise and Department Administrators, add Departments, add or associate Accounts to the Enrollment, can view usage and charges data across all Accounts and Subscriptions, can view the monetary commitment balance associated to the Enrollment. There is no limit to the number of Enterprise Administrators on an Enrollment. You can also add a Notifications Contact that can receive all email notifications.</p> <p>Department Administrator - The Department Administrator has the ability to edit their department name and cost center, manage department admins, add accounts to the enrollment and their departments, remove accounts from their departments and view Department charges if enabled by the Enterprise Admin.</p>
	<p>Account Owner - The Account Owner can add Subscriptions for their Account, update the Service Administrator and Co-Administrator for an individual Subscription, view usage data for their Account, and view Account charges if enabled by the Enterprise Administrator. The Account Owner will not have visibility of the monetary commitment balance unless they also have Enterprise Administrator rights.</p>
Account Portal	
Mgmt Portal	<p>Service Administrator - The Service Administrator and up to 199 Co-Owners per Subscription have the ability to access and manage Subscriptions and development projects within the Azure Management Portal. The Service Administrator does not have access to the Enterprise Portal unless they also have one of the other two roles. Subscription roles can be set using Role Based Access with roles defined in Azure Active Directory</p>

Invitation to Activate Your Enrollment

Ideally, before logging into the Enterprise Portal, the Enterprise Administrator should identify the accounts of the individuals they want to fill these roles:

To activate your service, the initial Enterprise Administrator should go to <https://ea.azure.com> and login using the email address listed in the invitation email that was sent.

NOTE: If the Enterprise Admin email is listed as a Microsoft Account and you have not created a Microsoft Account associated with the email address from which you received the invitation, you will need to do so before sign on by going to <https://signup.live.com> and utilizing this email address when creating a Microsoft Account.

If you would prefer to use a different email address to activate your enrollment, please request a new ID be added by submitting a ticket [here](#)

We recommend scheduling a concierge onboarding meeting where our staff can provide an overview of Enterprise Azure, answer questions and get you started right.

<http://aka.ms/AzureEntSupport>

Choose the problem type: Enterprise Portal

Choose the category: Scheduling an Onboarding or Concierge Session

Types of Authentication Credentials

Personal Microsoft Account

- Joe.doe@hotmail.com
- Mee.too@outlook.com
- He.aswell@live.com
- tony@my_company.com
- tina@my_school.edu
- joseph@my Ngo.org

Accounts and Passwords are set by account owner on:

<http://signup.live.com>

Passwords are reset on:

<http://login.live.com>

Work or school account

- tony@my_company.com
- tina@my_school.edu
- joseph@my Ngo.org

Accounts and Passwords are set by your company or Active Directory Domain administrator on:
Synchronized Azure Active Directory in the Cloud or Office 365 (See slide notes for details)

Log In and Activate Your Online Services

Step 1

Log onto the Microsoft Azure Enterprise Portal by clicking on the link provided in the invitation email or by going to <https://ea.azure.com>

Step 2

On the Enterprise Portal landing page, select Authentication Mode, click the Sign in button

Step 3

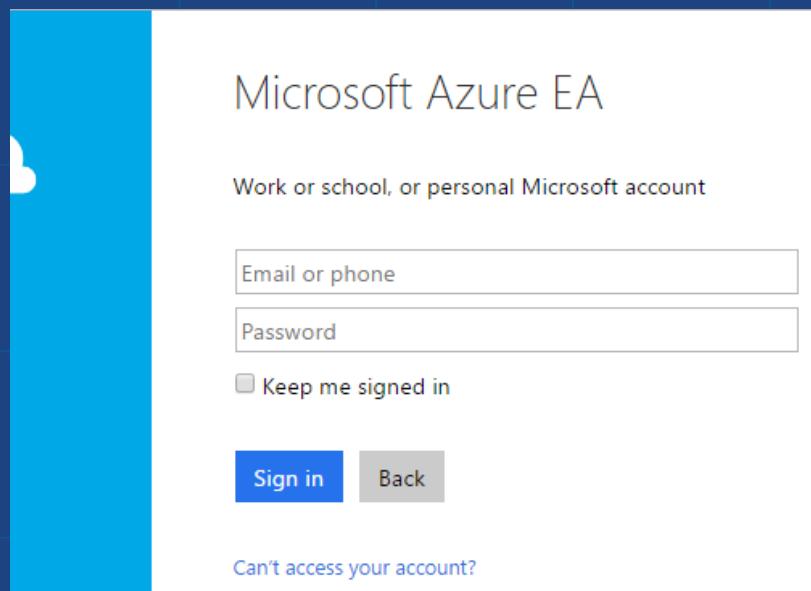
Activate the online service by entering account email address and password of the initial Enterprise Administrator in the appropriate fields

Step 4

Click the Sign in button

Step 5

Begin administering your Microsoft Azure services



For a personal Microsoft Account it is a password you have created. For a Work or School Account you must have a cloud-based Azure Active Directory and the password is provided by your Organization.

Manage Enrollment Panel

When you login to the EA Portal you begin in an Enrollment view for enrollment level details. Here your main tasks are to add others in administrative roles and change any desired enrollment level settings.

You begin at the enrollment level. The focus will be highlighted in blue

You can move to Department, Account and Subscription level

You can see and add Enterprise Admins

Feedback can be provided through the comment icon

You can move to reporting, notifications and help file views on the left hand navigation panel

Items with a blue pen are editable, one of the more common changes is to Enable your Department Admins (DA) and Account Owners (AO) to view charges. The default here is Disabled

Related accounts is the same as the account view on top

Read Only Role Flag for those who can see but not edit

Language Selection and Support links are on each page

You add notification contacts here

Hovering over the headshot icon will allow you to see your login credentials and sign out

Email	Auth Type	Notification Frequency	Lifecycle Notification Suppression	Read-only
billtest339823@live.com	Microsoft Account	Weekly	No	No
billtest397830@live.com	Microsoft Account	None	No	No
billtest698326@live.com	Microsoft Account	Weekly	No	No
chewan@microsoft.com	Work or School Account	Weekly	No	No
cts-gcrdsd@live.com	Microsoft Account	Weekly	No	No

Email	Notification Frequency	Lifecycle Notification Suppression
123456@naver.com	Monthly	Yes
bharat.gangavarapu@hotmail.com	Daily	Yes
v-li@microsoft.com	Monthly	Yes
v-li@microsoft.com	None	Yes

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Adding/Editing Enterprise Admins and Notification Contacts

To focus on a specific Enterprise Admin hover over it. An edit pen and delete icon will appear. Selecting edit will open a screen to update notifications and selecting the x will open a screen to delete the admin

Enrollment Department Account Subscription

Test Enrollment (Direct)  

100

Manage

Reports

Notification

Help

Enrollment Detail

Enrollment Number	100
Company Name	Test Enrollment (Direct)
Country	United States
Auth Level	Mixed Account 
Start/End Date	7/1/2013 - 6/30/2018
Billing Cycle	Quarterly
Status	Active 
Support Level	Standard
Support Coverage	8/6/2015 - 6/30/2016
Azure Marketplace	Enabled 
DA view charges	Enabled 
AO view charges	Enabled 

Administrator

Email	Auth Type	Notification Frequency	Lifecycle Notification Suppression	Read-only
billtest339823@live.com	Microsoft Account	Weekly	No	No
billtest397830@live.com	Microsoft Account	None	No	No
billtest698326@live.com	Microsoft Account	Weekly	No	No
chewan@microsoft.com	Work or School Account	Weekly	No	No
cts-gcrdsd@live.com	Microsoft Account	Weekly	No	No

+ Add Administrator

Email Address: cts-gcrdsd@live.com

Notification Contact:

Notification Frequency: Daily Weekly Monthly None

Lifecycle Notification Suppression: Coverage Period End Date Approaching Disable and De-provision Date Approaching

Read-only: Yes No

Save Cancel

« < 1 2 3 4 5 > »

Clicking on the Add buttons will bring slide outs in from the right side of the screen.

Fill in the action box with appropriate details

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Department/Account Setup Methodology

Choosing the right set up methodology for your organization is an important first step in setting up your enrollment. How you set up your Departments/Accounts and Subscriptions will impact how they are administered and how they are reflected on your enterprise level reports. **This is now done by adding the Department then creating a Account with the name you want and associating the account with the Department.** Examples of typical set up methodologies include structuring by:



Manage Departments Panel

The Department focus allows you to operate at the department level. The new default iconic view uses color to show active departments in green and inactive departments in orange. If you prefer a list view you can toggle to that view.

The screenshot shows a Microsoft-style interface for managing departments. On the left is a vertical navigation bar with icons for Enrollment, Department (highlighted in blue), Account, Subscription, Reports, Notification, and Help. The main area displays a grid of 16 department cards. Each card contains the department name, a spending quota, and a status icon. A legend at the top right indicates that green icons represent active departments and orange icons represent inactive ones. Below the grid are filter buttons for 'Active' (checked) and 'Search'. To the right, there are buttons for '+ Add Department' and '+ Add Administrator'. A 'Test Enrollment (Direct)' button is also present. The bottom right corner features a large callout box with instructions for adding departments and administrators.

Your view focus will be highlighted in blue

Default view uses Icons. You can toggle to a list view here

Filter to show only active status items

Clicking on the Department will open a Details view where you can view and edit details

You can add Departments and Department Admins here.

Clicking on add will bring a slide out from the right hand side of the screen with an action box to fill in details.

Department	Spending Quota	Status
avepoint customer	\$0.00	Green
CompanyB	\$0.00	Green
dfahfdah	\$431,643.00	Green
KKLLC	\$0.00	Green
Paccar	\$0.00	Green
ryans' team	\$0.00	Green
Shaopeng Dept1	\$0.00	Green
Shaopeng Dept2 U...	\$0.00	Green
Shell	\$0.00	Green
softline customer	\$0.00	Green
Test Department	\$10,000.00	Green
Test Department A	\$0.00	Green
TEST SHAHADAT	\$15,000.00	Green
test-V2-01	\$0.00	Green
Third Party Company	\$0.00	Green
zvxczxc	\$0.00	Green

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Manage Department Detail

Clicking on a department brings you to the detail view where you can edit department details

The most recently selected department will become the top left focus icon and it will also move to the top of the list view

This screenshot illustrates the user interface for managing department details. On the left, a vertical navigation bar includes icons for Windows (100), Manage (selected), Reports, Notifications, and Help. A callout box points to the 'Manage' icon with the text: 'Related accounts will now show accounts with the department focus set'. The main area shows a 'Department List (10 in total)' with several items: Test Department (Spending Quota \$10,000.00), avepoint customer (Spending Quota \$0.00), CompanyB (Spending Quota \$0.00), dfahfdah (Spending Quota \$431,643.00), KKLLC (Spending Quota \$0.00), and Paccar (Spending Quota \$0.00). A blue arrow points from the 'Manage' icon to the 'Test Department' card. The 'Test Department' card is highlighted with a green border. Below the list, there's a 'Department Details' section for 'Test Department' with fields for Name (ggdf), Cost Center (\$10,000.00), Spending Quota (\$10,000.00), Spending Notifications (50% 75% 90% 100%), and Status (Active). To the right, there's an 'Administrators' section showing 'None'. A callout box with a blue border and text 'Clicking on the edit pen opens this overlaid view.' has arrows pointing to the 'Edit' button in the 'Department Details' section and the 'Edit' button in the 'Administrators' section. An overlaid edit view is shown on the right, containing fields for Name (Test Department), Cost Center (ggdf), Spending Quota (\$10000), Spending Notifications (50% 75% 90% 100%), and Status (Active). Buttons for 'Save' and 'Cancel' are at the top right of the overlay.

Related accounts will now show accounts with the department focus set

Test Department
Spending Quota \$10,000.00

avepoint customer
Spending Quota \$0.00

CompanyB
Spending Quota \$0.00

dfahfdah
Spending Quota \$431,643.00

KKLLC
Spending Quota \$0.00

Paccar
Spending Quota \$0.00

Department Details

Name: Test Department
Cost Center: ggdf
Spending Quota: \$10,000.00
Spending Notifications: 50% 75% 90% 100%
Status: Active

Administrators: None

Department Details

Name:

Cost Center:

Spending Quota:

Spending Notifications:

Status:

Save Cancel

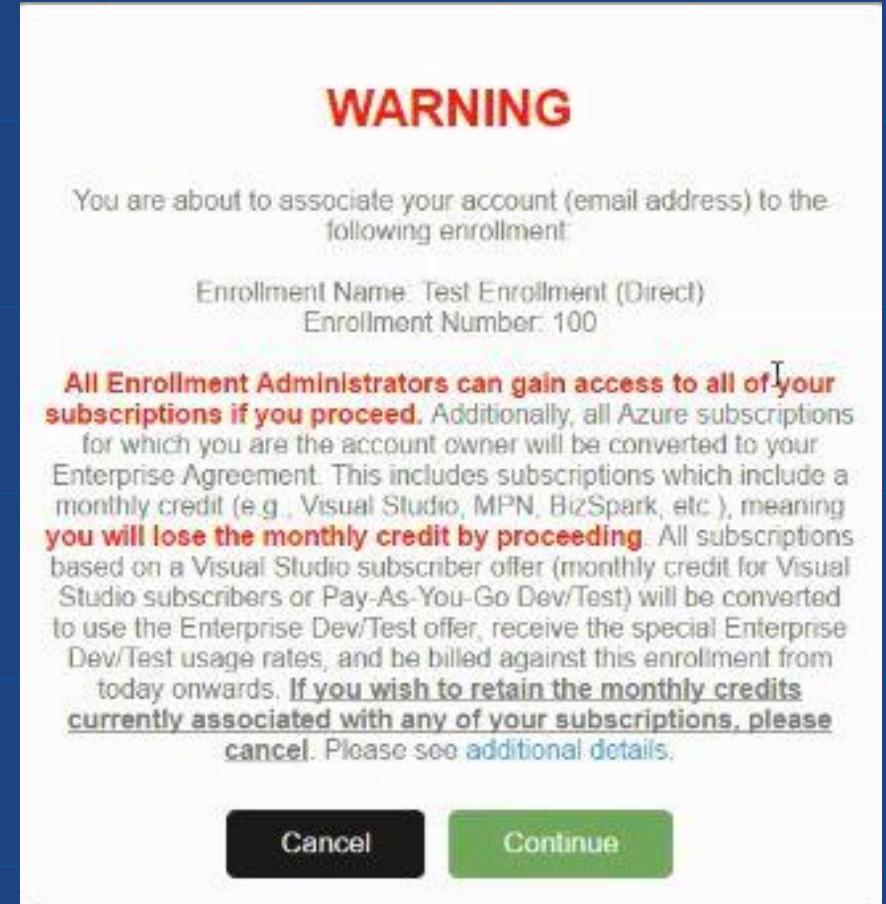
The Department Administrator Role

Department Administrator - The Department Administrator has ability to do the following:

- Create Department Administrator (Department focus – click on add administrator)
- View/Edit Department properties such as name or Cost Center (Department focus – click on edit pen icon)
- Create a new Account Owner on the Department they administer (Switch to Account focus – click on add account)
- Remove the associated Accounts from the Department they administer (In Account focus – hover over account and then select the x icon to delete)
- Download usage details of the Department they administer (Switch to Reports panel on left – Select Download Usage focus)
- View the monthly Usage and Charges associated to their Department if Enterprise Administrator has granted permission to do so. (Switch to Reports panel on left – Select Usage Summary focus)

Important information before you add Account Owners

- The first time you login to the EA Portal as an account owner you will see this warning
- It is important to read and understand because your existing subscriptions are about to be converted and benefits could be lost
- A Visual Studio subscriber who is added as an Account Owner will lose their individual monthly Azure credit until they take further action
- See additional details on the next slide



CAUTION: EA Account Owners

EA Account Owners cannot use the same login for the EA and other Azure offers. Doing so will convert the other Azure subscriptions (e.g., Visual Studio subscription Benefits, BizSpark, MPN, Pay-As-You-Go, etc.) that they own into the EA.

For example, if a user is added to the EA Portal as an Account Owner and logs in with the Microsoft account that is also used for their individual Visual Studio Azure Benefits, then this Visual Studio Azure Benefit subscription will be converted to the EA Dev/Test type, losing the \$50 (professional), \$100 (platform), or \$150 (enterprise) monthly credit they receive.

To recover your individual Visual Studio Azure Benefit after you authenticate as an EA Account Owner (having used the same login for the EA as for your Visual Studio subscription) you must either:

- 1) Delete this Account Owner from the EA Portal (after removing or moving any Azure subscriptions they own) and have them sign up for their individual Visual Studio Azure benefits anew, or
- 2) Delete the subscriber from the Visual Studio Administration site in the VLSC and reassign the subscription, having them use a different login this time—then they can sign up for their individual Visual Studio Azure benefits anew.

Manage Accounts Panel

The Accounts Panel is where you do all things related to accounts

You can select accounts across all departments or filter by department

Your view focus will be highlighted in blue

Filter to remove deleted accounts from view. Once deleted they show as Inactive but remain for historic billing info. They can be re-added as well

View My Account opens the Account Detail screen where you can edit your account name for example

You can add Accounts Here. Clicking on add will bring a slide out from the right hand side of the screen with an action box to fill in details.

You can see and define Cost Center at the Department, Account and Subscription Level

Account Na...	Account Owner	Auth Type	Status	Start/End Date	Dev/Test	Department	Cost Center
Yoshi	abhiag@ntdev.microsoft.com	Work or School Account	Active	3/10/2015 - 6/30/2018	Yes	Azure Infrastructure	Test Cst Cntr
Azure CSP T...	admin@cspartnerest.onmicrosoft.com	Work or School Account	Active	2/12/2016 - 6/30/2018	Yes	AAAA	
adminuser...	adminuser@mytesttenant123.onmicrosoft.com	Work or School Account	Active	4/14/2016 - 6/30/2018	Yes	Unassigned	
T Test	anangell_work@hotmail.com	Microsoft Account	Active	4/15/2016 - 6/30/2018	No	Unassigned	
Food Supplier	arkaslab@outlook.com	Microsoft Account	Active	1/8/2016 - 6/30/2018	Yes	MAEP TEST	1550
Azure Billin...	azurebilltestea@outlook.com	Microsoft Account	Active	5/9/2014 - 6/30/2018	Yes	Unassigned	
bakuth@mi...	bakuth@microsoft.com	Microsoft Account	Pending		No	Unassigned	bakuth@microsoft.com
Miya Test	beautifulharmony@msn.com	Microsoft Account	Active	10/8/2014 - 6/30/2018	Yes	Test Department	
billtest1264...	billtest126448@live.com	Microsoft Account	Active	8/7/2015 - 6/30/2018	Yes	Unassigned	
billtest145078	billtest145078@live.com	Microsoft Account	Active	1/29/2015 - 6/30/2018	Yes	Unassigned	
billtest1697...	billtest16972@live.com	Microsoft Account	Active	1/26/2016 - 6/30/2018	No	Unassigned	billtest16972...

Create or Associate an Account

You may create a new Account or associate an existing Account to your Enrollment. To associate an existing Account, enter the Account Owner email address associated with your existing Account. To create a new account, enter an Account Owner email address that is not associated to an existing account. Creating a new Account or associating an existing Account requires confirmation of account ownership.

The owner of the email address provided in the above step will receive a notification that they have been invited to activate their account in the Enrollment. **Confirm Account Ownership by signing in to the Enterprise Portal with the Account Owner email address provided.** Receipt of email notification is not required for login. Account Owners can log in by going to <https://ea.azure.com>.

IMPORTANT NOTICE:

The association of an Account and its subscriptions happens on the day the Account Owner signs into the enterprise portal and thereby confirms association of the account owner email address. Existing subscriptions transferred to an Enterprise Enrollment will be immediately transitioned to billing on the Enterprise Enrollment on that day. The Account owner is responsible for paying any outstanding charges on the payment instrument prior to the association date.

All usage on transferred accounts will be billed based on terms of the Enterprise Enrollment. Subscriptions that were using a different offer type for payment like Pay As You Go on a credit card will be converted to Enterprise Offers. The automated process will rename the subscription appending the words (converted to EA) to the end of the subscription name so that you know it has made that transition.

Warning: If an account has subscriptions with special pricing (including no charge services), once transferred, the account will begin incurring costs based on the terms of the Azure Amendment to the Enterprise Enrollment.

Add Account

Department *

Unassigned

Authentication Type *

Microsoft Account Work or School Account

Account Name *

I

Email Address *

Confirm Email Address *

Cost Center

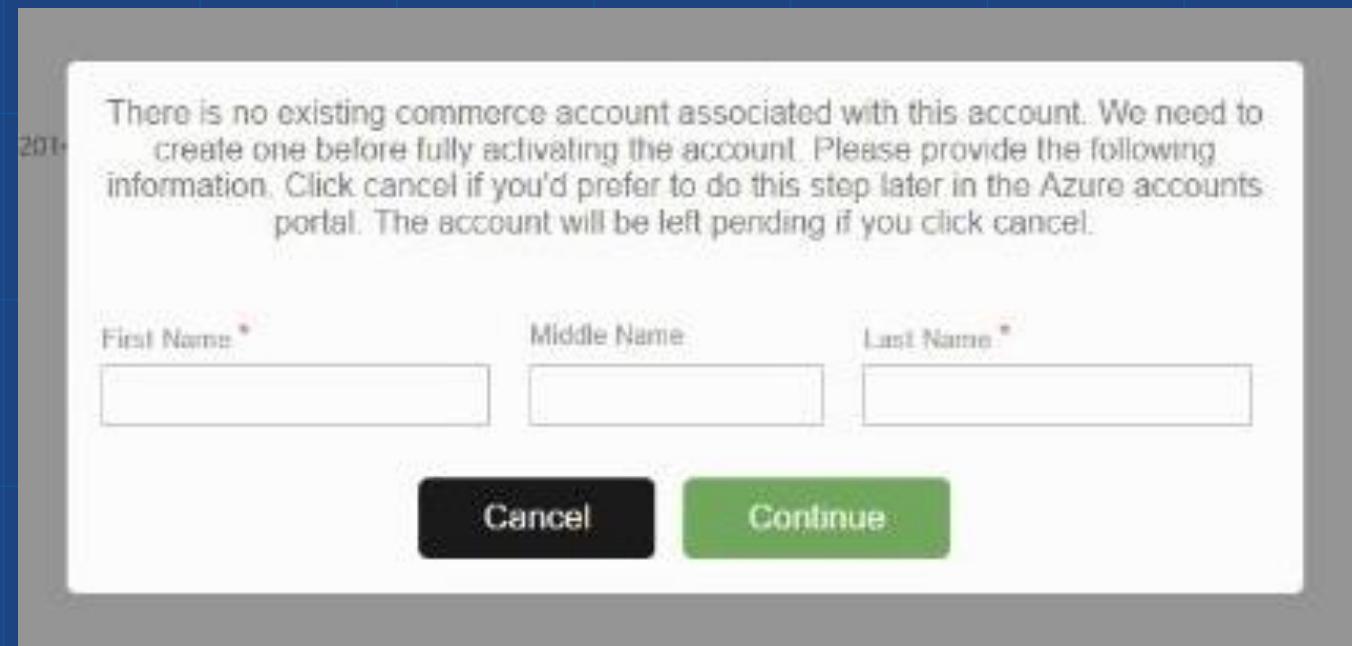
Add Cancel

Initial Login for a Non Commerce Account

If you have created a billable subscription in the past then your account is already enabled as a "Commerce" account. That means that we have collected the information required to tie subscription usage back to a unique individual.

However, if you have never done so previously and you are added as an account owner you will need to be enabled as a Commerce account in order to be eligible for future subscription transfers into your account.

There are a number of ways to do that. For example when you create your first subscription you should be asked for some contact information which is required for a commerce account to be established. New in the EA Portal is a prompt upon initial login as a Non Commerce account owner to provide the minimum information required to establish a Commerce account.



Manage Accounts Panel

To manage account details hover over the account until it is highlighted then select from the icons on the right

The screenshot shows the Azure Manage Accounts panel. On the left is a navigation sidebar with icons for Windows 100, Manage, Reports, Notifications (1), and Help. The main area has tabs for Enrollment, Department, Account (which is selected), and Subscription. Below this is a table of accounts:

Account Na...	Account Owner	Auth Type	Status	Start/End Date	Dev/Test	Department	Cost Center
Yoshi	abhiag@ntdev.microsoft.com	Work or School Account	Active	3/10/2015 - 6/30/2018	Yes	Azure Infrastructure	Test Cst Ctr
Azure CSP T...	admin@cspartneritest.onmicroso...	Work or School Account	Active	2/12/2016 - 6/30/2018	Yes	AAAA	
adminuser@...	adminuser@mytesttenant123.on...	Work or School Account	Active	4/14/2016 - 6/30/2018	Yes	Unassigned	
T Test	anangell_work@hotmail.com	Microsoft Account	Active	4/15/2016 - 6/30/2018	No	Unassigned	
Food Supplier	arkaslab@outlook.com	Microsoft Account	Active	1/8/2016 - 6/30/2018	Yes	MAEP TEST	1550
Azure Billing...	azurebilltestea@outlook.com	Microsoft Account	Active	5/9/2014 - 6/30/2018	Yes	Unassigned	
bakuth@mic...	bakuth@microsoft.com	Microsoft Account	Pending		No	Unassigned	bakuth@microsoft.com
Miwa Test	beautifulharmony@msn.com	Microsoft Account	Active	10/8/2014 - 6/30/2018	Yes	Test Department	
billtest12644...	billtest126448@live.com	Microsoft Account	Active	8/7/2015 - 6/30/2018	Yes	Unassigned	
billtest145078	billtest145078@live.com	Microsoft Account	Active	1/29/2015 - 6/30/2018	Yes	Unassigned	
billtest16972...	billtest16972@live.com	Microsoft Account	Active	1/26/2016 - 6/30/2018	No	Unassigned	billtest16972@live.com

Annotations with arrows pointing to specific elements:

- Auth Type:** Shows the Authentication method required for each account. Points to the "Auth Type" column header.
- Status:** Active if account owner has logged in. Pending if account owner has not logged in. Inactive if the account owner has been deleted. Points to the "Status" column header.
- Start Date is the date the account owner first logged in. End date is end of EA contract period**. Points to the "Start/End Date" column header.
- Dev/Test shown as Yes if the account has been enabled to create EA Dev/Test subscriptions**. Points to the "Dev/Test" column header.
- Department is Unassigned until set by Enterprise or Department Admin**. Points to the "Department" column header.
- Hovering over the account reveals the Action Icons. Options are Edit Account, Delete Account, Change Account Owner and Transfer Subscriptions**. Points to the three small icons (Edit, Delete, Change) located at the bottom right of the table row for the last account.

Manage Accounts Panel – Edit Account

Selecting the edit icon brings a pop over where you can change the account name, associate the account with a specific department, enable the creation of EA Dev/Test subscription offers and set a Cost Center

The screenshot shows the Microsoft Azure portal's Manage Accounts panel. On the left is a vertical navigation bar with icons for Windows 100, Manage, Reports, Notifications (with 1), and Help. The main area has tabs for Enrollment, Department, Account (selected), and Subscription. A top navigation bar includes 'Test Enrollment (Direct)', a person icon, and a settings gear. Below is a table of accounts. In the center, a modal dialog is open for editing an account named 'billtest322197@live.com'. The dialog fields include 'Account Name' (disabled), 'Department' (set to 'Unassigned'), 'Cost Center' (empty), 'Dev/Test' (checked), and buttons for 'Save' and 'Cancel'. A dropdown menu for 'Department' is open, showing 'Unassigned' selected. A blue arrow points from the text in the adjacent box to the 'Dev/Test' checkbox in the dialog. The table below lists other accounts with their details.

Account Name	Account Owner	Auth Type	Status	Start/End Date	Dev/Test	Department	Cost Center
billtest322197@live.com	billtest322197@live.com	Microsoft Account	Active	6/29/2016 - 6/30/2018	No	Unassigned	
billtest376640@live.com	billtest376640@live.com	Microsoft Account					
billtest406711@live.com	billtest406711@live.com	Microsoft Account					
billtest410132@live.com	billtest410132@live.com	Microsoft Account					
billtest436747@live.com	billtest436747@live.com	Microsoft Account					
billtest45300@live.com	billtest45300@live.com	Microsoft Account					

If an account owner has Dev/Test selected, this enables them to create Enterprise Dev/Test subscriptions, but it does not change any of their existing subscriptions to EA Dev/Test. At the point of creating a new subscription, they can choose either Microsoft Azure Enterprise or EA Dev/Test.

Note: Only active Visual Studio subscribers are authorized to use the services within an EA Dev/Test subscription. Also there are no SLA guarantees for EA Dev/Test subscriptions.

Manage Accounts Panel – Change Account Owner

The EA Portal now has the ability to transfer subscriptions from one account owner to another. In the past this required a support ticket. This function currently has some limitations as highlighted in the Note: section of the confirmation box

Change Account Owner

1 2

Source Account: 1-MAEP Test3

Select Target Account

Account Name	Account Owner
1-MAEP Test3	maeptest3@hotmail.com
Account 2	billtest09238734@outlook.com
afasd	billtest644163@live.com
Andrew Hwangbo	ahwangbo@hotmail.com
aztestbrscot01	aztestbrscot01@outlook.com
Azure Billing Portal test	azurebilltestea@outlook.com
Bill Test	billtest536009@live.com
billtest108077@live.com	billtest108077@live.com
billtest126448@live.com	billtest126448@live.com
billtest145078	billtest145078@live.com

« < 1 2 3 4 5 > »

Note

If you are unable to select the account for transfer, please contact [Support](#)

Next Cancel

The Selection box will highlight eligible transfer candidates in dark bold text.

Candidates are made eligible by being or becoming a valid commerce account

Please note limitations and contact support if there is a failure.

Status will appear at the top of the window after submission. Transfers are not instant. If the transfer has not completed in an hour please contact support.

Change Account Owner

1 2

Confirm Information

Source Account Owner

1-MAEP Test3
maeptest3@hotmail.com
Microsoft Account

Target Account Owner

Azure Billing Portal test
azurebilltestea@outlook.com
Microsoft Account

Note

Source and Destination Account MUST be active.
Transfer Subscriptions from Work or School Account to Microsoft Account is NOT supported.

Transfer Subscriptions to Microsoft Account is supported. Note the Microsoft Account must have created an Azure subscription in order for it to be a valid target account. If the account is empty, please ask the Microsoft Account owner to first create an empty Azure subscription before attempting the transfer of subscriptions to the account.

When you complete a transfer of subscriptions we will update the account owner accordingly. Please note we do not update the service administrator. If you wish to revoke access to the prior service administrator, ensure the new owner of the subscriptions follows these steps:

1. Sign in to account.windowsazure.com
2. Click into one of the subscriptions that appear in the subscriptions list (following steps should be completed for all subscriptions)
3. Click on 'Edit Subscription Details' from the options on the right
4. Update the service administrator field accordingly
5. Please note that failure to complete these steps will result in the original service administrator continuing to have access to the subscriptions after the account transfer has been completed

If you face any issues here, please contact [Support](#)

Prev Submit Cancel

Manage Accounts Panel – Transfer Subscriptions

The EA Portal now has the ability to transfer individual subscriptions from one account owner to another. So if Account A has three subscriptions the Enterprise Admin could transfer one to Account B, one to Account C and one to Account D.

Transfer Subscriptions

1 → 2 → 3

Source Account: 1-MAEP Test3

Select Subscriptions

Subscription Name	Subscription GUID
<input type="checkbox"/> Visual Studio MSDN Prem...	c459569a-cf93-495c-ac87-4527d6586d6a
<input type="checkbox"/> New Name	ed0cd154-b9f8-41eb-a358-031b1479b8bb
<input type="checkbox"/> Proof of Concept - Storage	fc010f92-c5bc-41a7-b347-62d2041d0163
<input type="checkbox"/> Seahawks Rule	5542725e-255c-4254-bd80-8fa3b96b21d1
<input checked="" type="checkbox"/> Project Superdeeduper	f08fbe1b-83e4-4f46-ac72-2f420765021a
<input type="checkbox"/> test1	f69c3c8e-fe18-4d86-8290-4800a0456ea9
<input type="checkbox"/> New Name	bf2e0272-7cd6-46a5-8b58-5f79ba0fe253
<input type="checkbox"/> Multi Factor	01302cdf-b781-4136-9996-3a205dab9bbd
<input type="checkbox"/> Go Huskies	121d3168-29eb-4c31-87b6-faa1ca2dec87
<input type="checkbox"/> Go Sharks	f07c2315-94fb-4162-a4bd-a9877b8643b3

Next **Cancel**

The Selection box will show a subscription list to select from.
Select the target from the bold dark eligible destination accounts.
Continue on to transfer the subscription in the final window.
Status will appear at the top of the panel.

Transfer Subscriptions

1 → 2 → 3

Select Target Account

Account Name	Account Owner
<input type="radio"/> 1-MAEP Test3	maepstest3@hotmail.com
<input type="radio"/> Account 2	billtest09238734@outlook.com
<input type="radio"/> afasd	billtest644163@live.com
<input type="radio"/> Andrew Hwangbo	ahwangbo@hotmail.com
<input type="radio"/> aztestbrscot01	aztestbrscot01@outlook.com
<input checked="" type="radio"/> Azure Billing Portal test	azurebilltestea@outlook.com
<input type="radio"/> Bill Test	billtest536009@live.com
<input type="radio"/> billtest108077@live.com	billtest108077@live.com
<input type="radio"/> billtest126448@live.com	billtest126448@live.com
<input type="radio"/> billtest145078	billtest145078@live.com

« < 1 2 3 4 5 > »

Note

If you are unable to select the account for transfer, please contact [Support](#)

Prev **Next** **Cancel**

Your request has been submitted, please wait for the transfer to complete. You can check the transfer status in subscription page.

Confirm Information

Source Account Owner

1-MAEP Test3	maepstest3@hotmail.com	Microsoft Account
--------------	------------------------	-------------------

Selected Subscriptions

Subscription Name	Subscription GUID
Project Superdeeduper	f08fbe1b-83e4-4f46-ac72-2f420765021a

Target Account Owner

Azure Billing Portal test	azurebilltestea@outlook.com	Microsoft Account
---------------------------	-----------------------------	-------------------

Note

Source and Destination Account MUST be active.

Transfer Subscriptions to Microsoft Account is supported. Note the Microsoft Account must have created an Azure subscription in order for it to be a valid target account. If the account is empty, please ask the Microsoft Account owner to first create an empty Azure subscription before attempting the transfer of subscriptions to the account.

When you complete a transfer of subscriptions we will update the account owner accordingly. Please note we do not update the service administrator. If you wish to revoke access to the prior service administrator, ensure the new owner of the subscriptions follows these steps:

1. Sign in to account.windowsazure.com
2. Click into one of the subscriptions that appear in the subscriptions list (following steps should be completed for all subscriptions)
3. Click on 'Edit Subscription Details' from the options on the right
4. Update the service administrator field accordingly
5. Please note that failure to complete these steps will result in the original service administrator continuing to have access to the subscriptions after the account transfer has been completed

If you face any issues here, please contact [Support](#)

Prev **Submit** **Cancel**

Manage Accounts Panel – Transfer Subscriptions

Whether doing an ownership change (transferring all subscriptions) or individual subscription transfers, to see the transfer status you will have to first deselect the Active filter to show subscriptions in non-active statuses. You will also notice that the subscription is in Active Transferring status until the transfer is completed and at that point will show as Transferred Out and the same GUID will now show as active in the destination account with the start date being the transfer date. You can see that in the second image below with the GUID moving from billtest145078 to billtest501874

Subscriptions						
All Departments	1-MAEP Test3	Active	Search	Add Subscription	Refresh Subscription	View My Subscriptions
Subscription Name	Subscription GUID	Start Date	Status	Account	Cost Center	
Microsoft Azure Enterprise MSDN Dev/Test	7c3a695a-27ea-4742-87d1-fe63b8b37a37	8/4/2015	Active	1-MAEP Test3		
Microsoft Azure Enterprise	8f934a5e-b2d9-465a-a891-e46427dceffd	9/30/2015	Active	1-MAEP Test3		
Database Mayo	8fd44e4-38c0-4bab-8a72-f200cd33d831	9/16/2015	Active	1-MAEP Test3		
Microsoft Azure Enterprise	b9abd311-0dab-43c3-8f61-874f9b74426a	9/21/2015	Active	1-MAEP Test3		
Microsoft Azure Enterprise MSDN Dev/Test	ba65bee9-0141-455a-8684-6e5369460fe0	7/9/2015	Active	1-MAEP Test3		
New Name	bf2e0272-7cd6-46a5-8b58-5f79ba0fe253	11/17/2014	Active	1-MAEP Test3		
Microsoft Azure Enterprise	c19c3fc6-1877-4f57-9312-9865e76360e1	9/22/2015	Active	1-MAEP Test3		
Visual Studio MSDN Premium (Converted t...	c459569a-cf93-495c-ac87-4527d6586d6a	10/10/2014	Active	1-MAEP Test3		
Microsoft Azure Enterprise	d17848af-76d4-4f5a-b057-436fb82a1688	9/30/2015	Active	1-MAEP Test3		
Microsoft Azure Enterprise	e317861b-5724-458a-9b04-a9d08bdcf79	9/29/2015	Active	1-MAEP Test3		
New Name	ed0cd154-b9f8-41eb-a358-031b1479b8bb	10/10/2014	Active	1-MAEP Test3		
Go Sharks	f07c2315-94fb-4162-a4bd-a9877b8643b3	4/1/2015	Active	1-MAEP Test3		
Project Superdeeduper	f08fbe1b-83e4-4f46-ac72-2f420765021a	10/14/2014	Active Transferring	1-MAEP Test3		
test1	f69c3c8e-fe18-4d86-8290-4800a0456ea9	10/14/2014	Active	1-MAEP Test3		
Microsoft Azure Enterprise	f92a10cb-7bd0-4322-96c6-753cce8417a6	9/23/2015	Active	1-MAEP Test3		

Subscription

Microsoft Azure Enterprise	2029c89a-eb54-454e-a1e6-9161fed92029	4/1/2015	Active	billtest547118@live.com
Microsoft Azure Enterprise	22d26c43-e453-44cb-963b-3133e2f5796a	4/16/2015	Transferred Out	billtest145078
Microsoft Azure Enterprise	22d26c43-e453-44cb-963b-3133e2f5796a	8/5/2015	Active	billtest501874

Subscription Setup Methodology

Only the Account Owner has the ability to create Subscriptions. Subscriptions may have any combination of services associated to them.

Creating different Subscriptions for each environment of your applications and assigning a different Service Administrator and Co-Administrators to each subscription can be used to help control access to development projects and environments within your organization.



Manage Subscriptions Panel

This view allows you to view or refresh all subscriptions available to you and if you are an account owner add new subscriptions.

Filter by Department and Account

Only Account owners will have an add subscription link

Subscription Name	Subscription GUID	Start Date	Status	Account	Cost Center
Multi Factor	01302cdf-b781-4136-9996-3a205dab9bbd	3/17/2015	Active	1-MAEP Test3	
Pay-As-You-Go(Converte...	0269cb22-2799-44eb-a410-f1674b4ad47a	3/10/2015	Active	test123	
Azure Promotional Offer...	03107ee0-0754-4b7d-9458-1c4f446d4cc6	2/27/2015	Active	Andrew Hwangbo	
Microsoft Azure Enterprise	03edf0b1-e493-4239-9b52-68ca4a7cbba4	2/18/2015	Active	Open Test	
Microsoft Azure Enterprise	04b1ab26-9889-4dff-8372-adf1a2fb0a22	9/23/2015	Active	1-MAEP Test3	
Microsoft Azure Enterprise	072ae617-3793-4709-878a-19f9c2bf14ec	9/24/2015	Active	1-MAEP Test3	

Setting a Cost Center value at the subscription level can only be done after the subscription is created. To do so, hover over the subscription to reveal the edit icon and then click on it.

Within the popover box you can set or edit the subscription level Cost Center

Adding a New Subscription

When you add a new subscription to your enrollment from the enterprise portal, you will be defaulted to the Microsoft Azure Enterprise offer to ensure no billing outside of your Microsoft Azure Amendment happens.

When you add your first subscription to an account, you will be asked to provide your contact information. After filling in these fields for the first subscription, subsequent additions will show only an agreement to the terms and a purchase button.

When finished providing the information, click the *Sign Up* button.

Each new subscription will default to the name Microsoft Azure Enterprise. It is best practice to rename to something unique so you can identify each subscription.

The screenshot shows the Microsoft Azure sign-up interface. It consists of three main sections:

- 1 | About you**: Fields for FIRST NAME (MAEP), LAST NAME (TEST2), and COUNTRY/REGION (United States). It also includes CONTACT EMAIL (maeptest2@hotmail.com) and COMPANY/SCHOOL (- Optional -).
- 2 | Contact phone number**: Fields for COUNTRY/REGION (United States (+1)) and PHONE NUMBER ((425) 555-0100).
- 3 | Agreement**: A checkbox labeled "This subscription is governed by your Enterprise Agreement." and a statement "Microsoft may use my email and phone to provide special Microsoft Azure offers." Below these is a "Sign up" button.

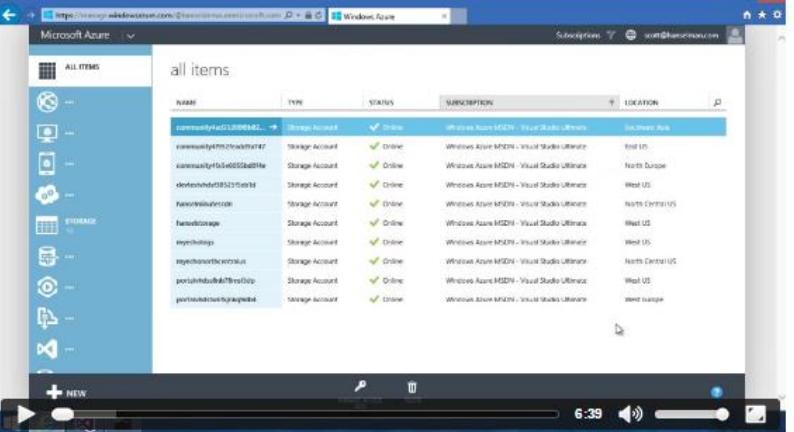
Adding a New Subscription

Microsoft Azure

Welcome to Microsoft Azure!
Your subscription - Microsoft Azure Enterprise

Just a moment while we get things ready.

This typically takes up to 4 minutes.



Take a tour of the management experience while you wait.

Contact Us Legal Trademarks Privacy & Cookies © 2015 Microsoft

Subscription Creation is done on the Account Portal and can take a few minutes so you are offered a few tutorials while you wait.

When it is ready you will see a link to take you to the management portal. You will need to come back to the account portal to customize the subscription name or sign up for preview features.

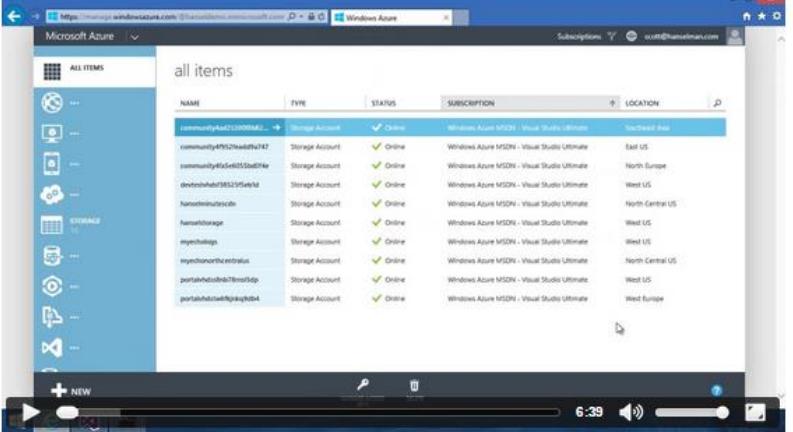
Microsoft Azure

Welcome to Microsoft Azure!
Your subscription - Microsoft Azure Enterprise

Your subscription is ready for you!

Start managing my service >

Take a tour of the management experience while you wait.



Tutorials
Get started with...
Virtual Machines
Azure Storage
SQL Database
Websites

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Edit Subscription Details

When you add a new subscription, the subscription name will default to the Microsoft Azure Enterprise offer name. We recommend that you always update the subscription name.

To update your subscription name, click on the Subscription icon, select your subscription. Select the new subscription from the Subscriptions List. Next, select the lightning bolt in the cloud icon a menu will appear for subscription management options. You can also choose the Manage Link above the Orange information stripe. Choose "Edit Subscription Details" This will open a window on the Account Portal at account.windowsazure.com where you will once again have to select "Edit Subscription Details" to customize the subscription name and/or Service Admin in the Make it yours pop-up window.

The screenshot illustrates the steps to change a subscription name. It shows the Azure portal interface with the 'Subscriptions' blade open, listing several subscriptions. One subscription, 'Azure Pass(Converted to EA)', is selected. A context menu is open over this subscription, with the 'Edit subscription details' option highlighted. This action opens a modal dialog titled 'EDIT YOUR SUBSCRIPTION' with the heading 'Make it yours'. In this dialog, the 'SUBSCRIPTION NAME' field is populated with 'Azure Pass(Converted to EA)'. The 'SERVICE ADMINISTRATOR' field contains the email 'maeptest3@hotmail.com'. To the right of the modal, a sidebar provides links for managing the subscription, such as 'Add new subscription', 'Cancel subscription', and 'Subscription overview'.

Microsoft Azure Subscriptions > Azure Pass(Converted to EA)

Subscriptions Default Directory (maeptest3@hotmail.onmicrosoft.com)

Subscription	Subscription ID	Subscription Status	...
Ad	e317061b-5724-458a-9b04-a9d08bdcfc79	Active	...
Azure Pass(Converted to EA)	0ac147d9-833f-458c-a0bf-c76e88907229	Active	...
DevTest	1c3c93b8-8ee9-4181-90a2-f9333229b66	Active	...
DisasterRecv	2d72b7fb-dcd8-4ae4-9dd4-931faa1de2b5	Active	...
DPI Storage	d17848af-76d4-4f5a-b057-436fb82a1688	Active	...
DPI Storage East	9822a13f-f135-4cfa-aad9-6f703d9df4c9	Active	...
Go Huskies	121d3168-29eb-4c31-87b6-faa1ca2dec87	Active	...
Go Sharks	f07c2315-94fb-4162-a4bd-a9877b8643b3	Active	...
Infrastructure	04b1ab26-9889-4dff-8372-adf1a2fba022	Active	...
Infrastructure	3d475cf7-5a29-4bfe-9365-fda6aac5a278	Active	...
Microsoft Azure Enterprise	1d154e27-44aa-48c1-bf70-71f8c4589bff	Active	...

Azure Pass(Converted to EA) Subscription

Quickstart Azure Pass(Converted to EA)

Subscription management

- Add new subscription
- Cancel subscription
- Edit subscription details
- Subscription overview
- Download usage details
- Change payment method
- Change subscription address
- Billing history

EDIT YOUR SUBSCRIPTION

Make it yours

Personalize your subscriptions to keep them organized. [Privacy & Cookies](#)

SUBSCRIPTION NAME

Azure Pass(Converted to EA)

SERVICE ADMINISTRATOR

maeptest3@hotmail.com

Add Subscription from Subscriptions List

After you have added your first subscription to your account, you will have an option to add additional subscriptions to your account from the subscriptions list.

To add a subscription from the Subscriptions list, click the add subscription link below the list of your active subscriptions.

Similarly to when you added a subscription from the Enterprise Portal, the offer will be defaulted to a Microsoft Azure Enterprise offer to ensure all billing is within your Enterprise Agreement. Simply click through the offer pages to add the new subscription.

The screenshot shows two consecutive pages from the Microsoft Azure portal. The top part is the 'Subscriptions' list under the 'ACCOUNT' tab. It displays two active subscriptions: 'Database Mayo' and 'Azure Pass(Converted to EA)'. Below the list are two buttons: '+ add subscription' (highlighted with a yellow box) and 'explore support options'. The bottom part is the 'SELECT AN OFFER' page, which shows the 'Microsoft Azure Enterprise' offer selected. This offer is described as a restricted enterprise offer for customers billed separately through the Enterprise Portal, with a link to refer to Volume Licensing agreements and the price list on the Enterprise Portal. A 'Learn more' button is also present.

Account Owner with the Dev/Test box checked - Add Subscription from Subscriptions List

The screenshot shows the Microsoft Azure 'Add subscription' interface. On the left, there's a sidebar with the title 'Add subscription' and the text 'Microsoft Azure'. The main area is titled 'Microsoft Azure' and 'SELECT AN OFFER'. It lists two options:

- Enterprise Dev/Test**: Described as enabling active MSDN subscribers to run dev/test workloads with access to special MSDN images and preferential service rates. A blue arrow points to this option.
- Microsoft Azure Enterprise**: Described as a restricted offer for customers billed separately through the Enterprise Portal, with a note to refer to Volume Licensing agreements and the price list on the Enterprise Portal.

Account Owners only see the EA Dev/Test offer option if they have the necessary permissions (set by Enterprise Admins in the Azure Enterprise Portal)

Signing up for Preview Features

Once your account is associated with the Enterprise Agreement you can log in directly at
<https://account.windowsazure.com/>

The Account Portal is also where you sign up for Preview Features which are added on a subscription by subscription basis by clicking on the try it now button.

Screenshot of the Windows Azure Account Portal showing preview features:

The portal header includes: Windows Azure, search, user email (waepit@microsoft.com), and sign out. The navigation bar includes: HOME, PRICING, DOCUMENTATION, DOWNLOADS, COMMUNITY, SUPPORT, ACCOUNT, subscriptions, store, profile, and preview features. A blue button on the right says "Portal" with a right arrow icon.

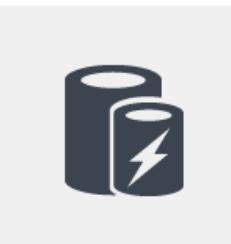
BizTalk Services Preview

 try it now

Windows Azure BizTalk Services are managed services that provide integration capabilities for the Windows Azure platform. BizTalk Services extends on-premises applications to the cloud, provides rich messaging endpoints on the cloud to process and transform messages, and helps organizations integrate with disparate applications as well as trading partners both on cloud and on-premises. In other words, BizTalk Services provides common integration capabilities (such as bridges, transforms, and B2B messaging) on the Azure Services.

[LEARN MORE](#) 

Windows Azure Cache

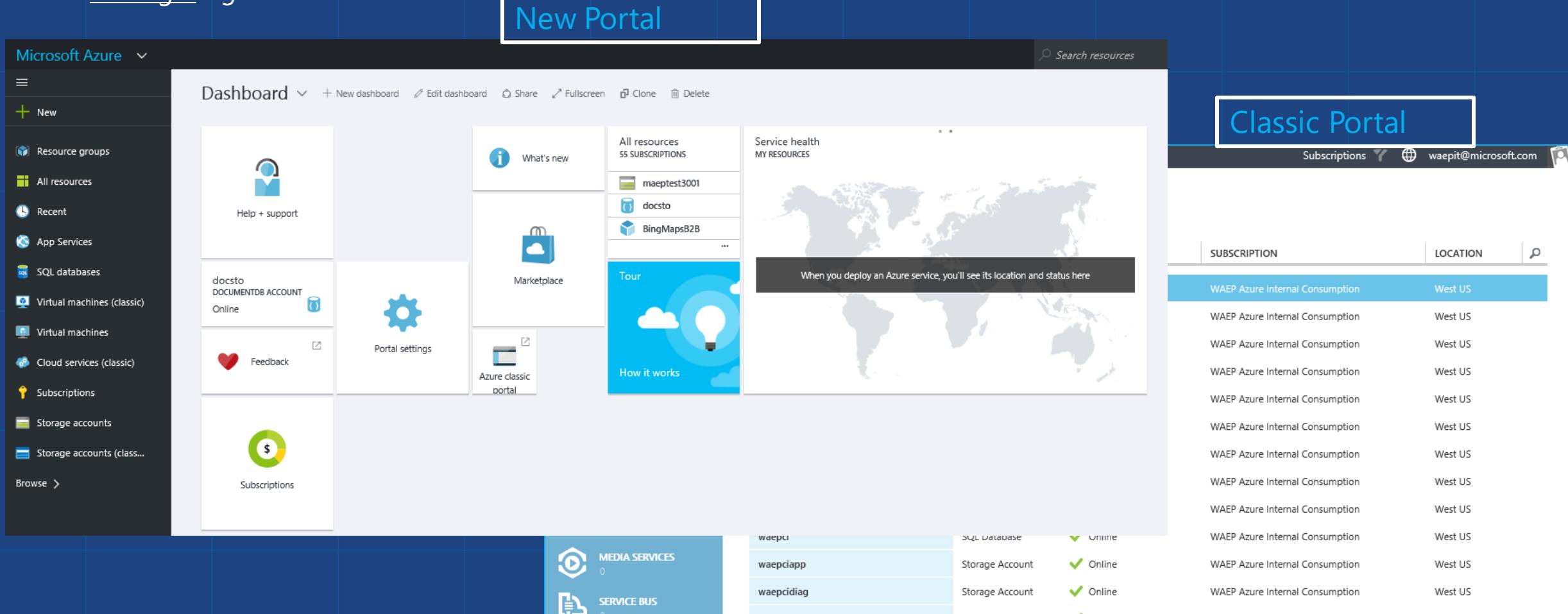
 try it now

Windows Azure Cache is a distributed, in-memory, scalable solution that can be used to build highly scalable and responsive applications by providing super-fast access to data. A cache created using the Cache Service is accessible from applications within Windows Azure running on Azure Web Sites, Web & Worker Roles and Virtual Machines.

[LEARN MORE](#) 

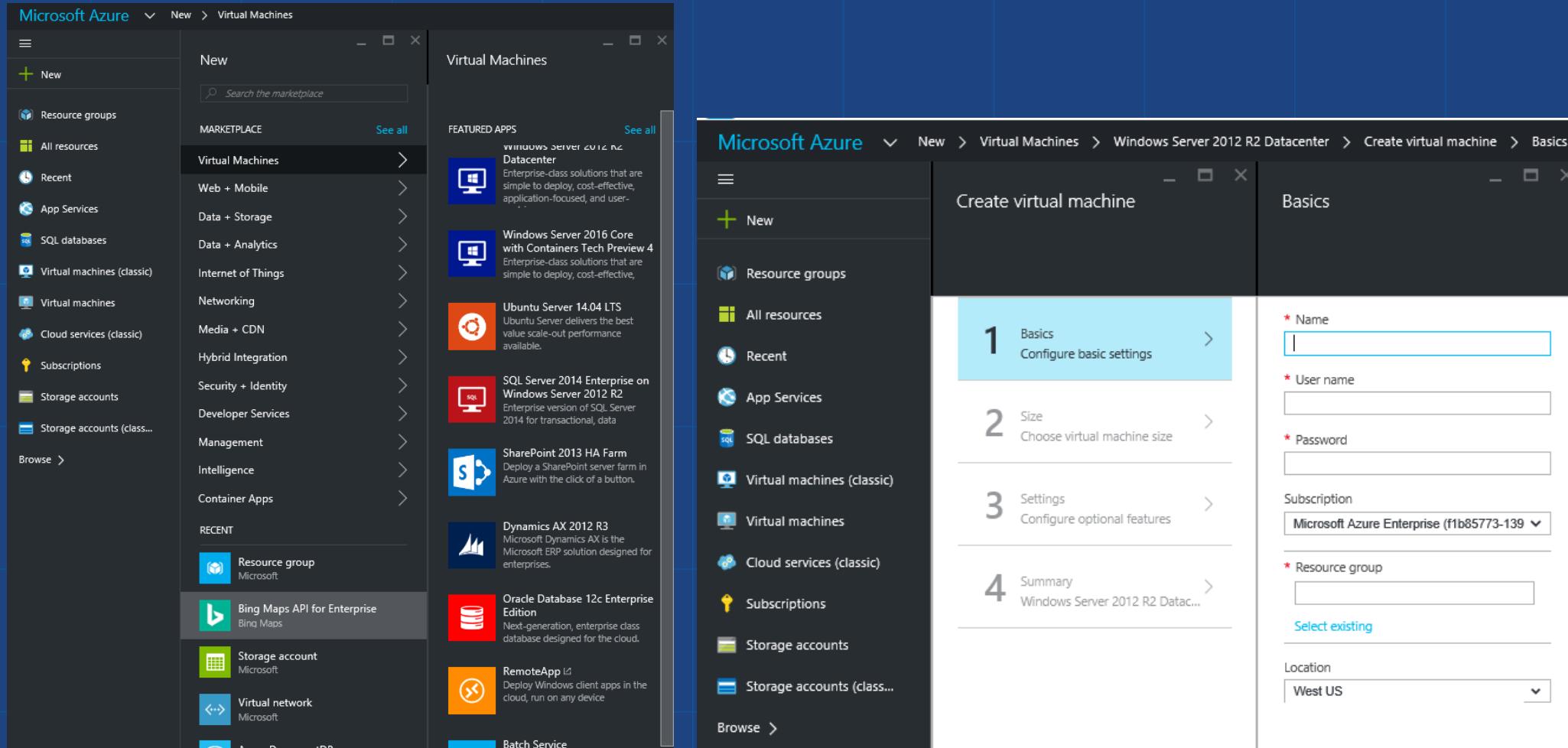
Azure Portal

For most Azure services you will configure and manage them at <http://portal.azure.com> for any Azure services not yet supported there you will be directed to the classic management portal at <http://manage.windowsazure.com/>. On portal.azure.com you can customize and create multiple dashboards and/or click on items on the left but you always want to indicate which subscription you are operating on first and we also recommend using [Resource Manager](#) right from the start.



Azure Management Portal

If you only have a single subscription you can begin deploying by selecting the + NEW button left of the page then selecting the service type you want to configure. If you have more than one subscription first select the subscription. Panels expand from left to right and get overlaid as you go deeper down the configuration path.



EA Prices in Azure Management Portal

We now provide EA service cost estimates based on your EA negotiated service rates for Direct Enrollments and Indirect Enrollments with a published markup, in roles that are enabled to see costs. In the past what appeared here were List prices.

The screenshot shows the Azure Management Portal interface. On the left, there's a sidebar with icons for Usage Summary, Download Usage, Price Sheet (which is selected), Power BI Reporting, Manage, Reports, and Notifications (with 1 notification). The main area shows the 'Create virtual machine' wizard at step 2: 'Choose virtual machine size'. It lists three options: DS1_V2 Standard, DS2_V2 Standard, and DS3_V2 Standard. Each row includes details like cores, memory, disk, and IOPS, followed by a price per month. A modal window titled 'Choose a size' is open, showing the same information in a grid format. Below the wizard, a table titled 'Price Sheet' lists various VM configurations with their unit price. The row for 'Standard_D1_v2 VM (Windows) - US West - Dev/Test' is highlighted with a yellow background.

Service	Unit of Measure	Included Quantity	Part Number	Unit Price
Standard_D1_v2 VM (Windows) - US South Central	100 Hours	0	997-04250	\$11.44
Standard_D1_v2 VM (Windows) - US South Central - Dev/Test	100 Hours	0	997-04266	\$5.63
Standard_D1_v2 VM (Windows) - US West	100 Hours	0	997-02834	\$12.32
Standard_D1_v2 VM (Windows) - US West - Dev/Test	100 Hours	0	997-02836	\$6.42
Standard_D1_v2 VM (Windows) - US West 2	100 Hours	0	AAA-14417	\$11.44
Standard_D1_v2 VM (Windows) - US West 2 - Dev/Test	100 Hours	0	AAA-14192	\$5.63
Standard_D1_v2 VM (Windows) - US West Central	100 Hours	0	AAA-14289	\$11.44

In this case the VM was in US West in an EA Dev/Test Subscription. To validate that we are seeing EA costs for DS1_V2, an image of the EA Price Sheet is provided, showing a price of \$6.42/100 hours or .0642 per hour times 744 hours (31 days times 24 hours per day) which equals approximately \$47.76 per month.

Adding an Ownership Role to a subscription

First we highly recommend that you gain an understanding of [Role Based Access](#) which is an important concept to Azure Subscriptions. To add a co-administrator or ownership role to a subscription, click on the double head and shoulders icon in the individual subscription panel, then the add button, then select the owner role and the select or search for the personal Microsoft account or Work or School account you want to add. They must be valid and discoverable before they can be added

The screenshot shows four windows from the Azure Management Portal:

- Subscriptions > Azure Pass(Converted to EA) > Users > Add access > Add users:** A warning message says "This subscription is managed in Microsoft Enterprise Portal." It lists several active subscriptions.
- Users:** Shows a table with one row: "Subscription admins" (Role: Owner, Access: Inherited).
- Add access:** Step 1: "Select a role" (Owner) is checked. Step 2: "Add users" (None selected).
- Add users:** A list of users with their names and email addresses. One user, "Doug Lora", is selected.

The owner role only operates on the Azure Management Portal

Their role includes the ability to:

- 1) Provision/de-provision azure services within the subscription
- 2) Manage the other roles within the subscription
- 3) Open support tickets for issues within the subscription

They do not get any email notification when they are added to a role
but they can now access the subscription at portal.azure.com

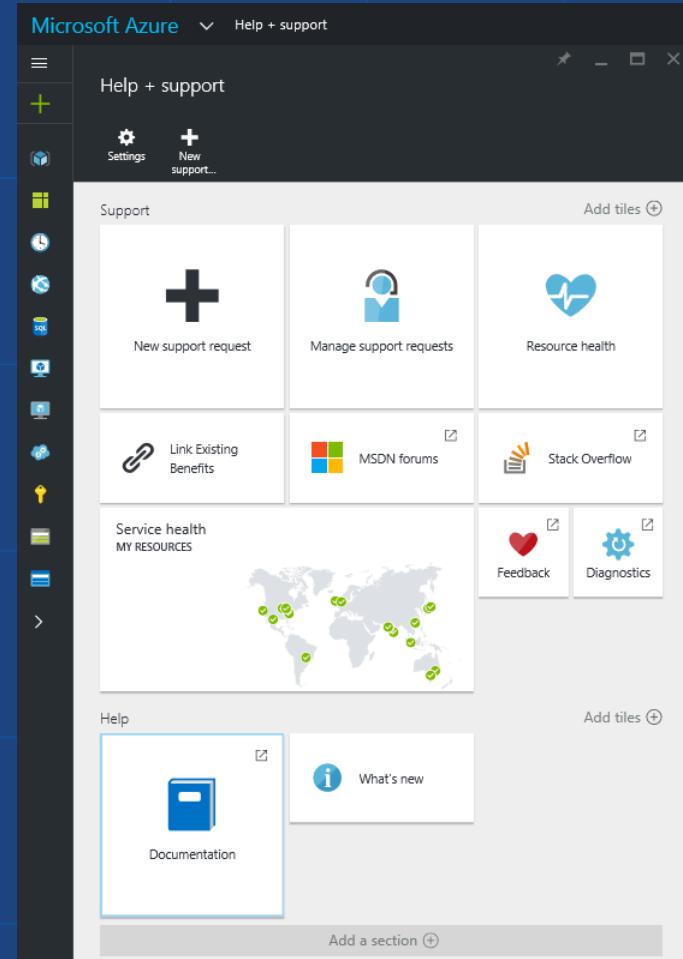
USER	ROLE	ACCESS	...
DIAzureea dlazureea@hotmail.com	Owner	Assigned	...

Azure Service Level Help

To see documentation about configuring an azure service or to get support click on the help and support icon in the upper right corner, the question mark inside a circle. It will open a Help and Support Panel pre-populated. Use the Documentation Icon to go to www.azure.com where there are searchable articles, videos and other helps for understanding and configuring Azure services.



The items are self explanatory.
Documentation, New Support Request, Manage existing Support Requests, etc.



Opening a Support Request

Choose the New Support Request Icon or menu item and fill out the needed information in panels. Below is an example of requesting a quota increase for more cores within a subscription.

New support request
HELP + SUPPORT

1 Basics >

2 Problem >

3 Contact information >

Basics
NEW SUPPORT REQUEST

* Issue type: Quota

* Subscription: Microsoft Azure Enterprise (1d154e27-44...)

* Quota type: Cores per subscription

* Support plan: Quota support - Included

New support request
HELP + SUPPORT

1 Basics >

2 Problem >

3 Contact information >

Problem
NEW SUPPORT REQUEST

* Severity: C - Minimal impact

* Deployment model: Resource Manager

* Location: West US

SKU family: A Series

* New quota (Cores): 500

[Learn more about Azure quotas](#)

New support request
HELP + SUPPORT

1 Basics >

2 Problem >

3 Contact information >

Contact information
NEW SUPPORT REQUEST

* First name: Doug

* Last name: Lora

* Email: maeptest3@hotmail.com

Who else should we email?: Who else should we email?

Phone number:

* Country/region: United States

* Language: English

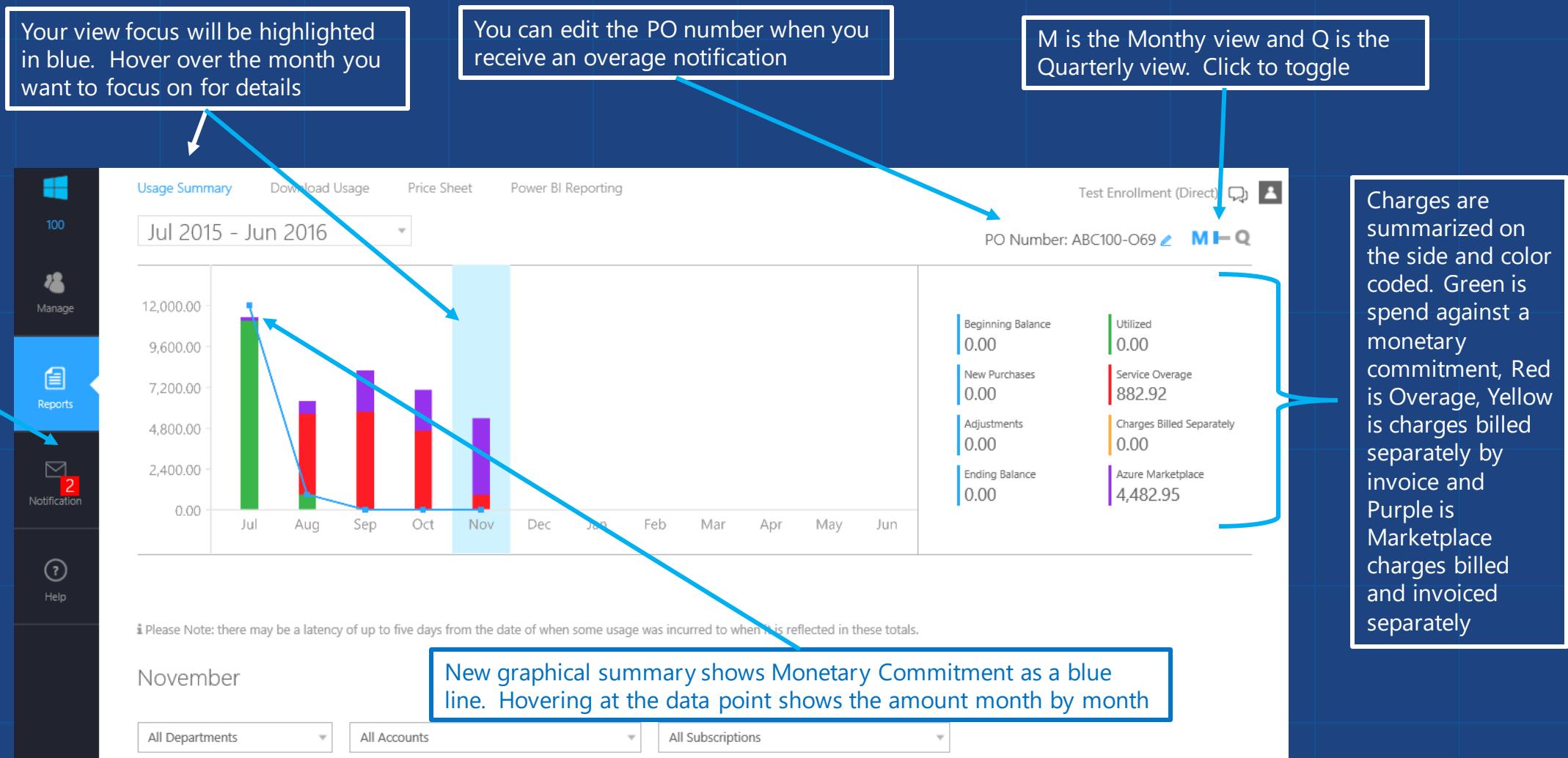
Contact method: Phone Email

Save contact changes for future support requests.

At the end you must click on the create button and when successful you will also get the support ticket number for your reference. **Note:** for technical support you must have a technical support contract in place. If you do not, for EA customers it is ordered as a line item SKU on a Purchase Order. See our slide on Support Plan Tiers.

Reports – Usage Summary – Monthly View

This default monthly view is where you can see a historic graph with the current month or selected month's data highlighted on the right. If you scroll down you will get a monthly detail where you can filter by Department, Account and Subscription



Reports – Usage Detail – Monthly View

Service – Each of the Microsoft Azure services that have been utilized by one or more subscriptions during the calendar month

Unit of Measure – The Unit of Measure used to calculate charges each month

Consumed Units – The amount of service consumed (hours, GB, etc.), during the selected month

Included Units – The Units consumed that are included at no cost or pre-paid

Charged Units – The Units consumed that are billable

Azure Service						Total 882.92
Service Name	Unit of Measure	Consumed Units	Included Units	Charged Units	Unit Price	Usage Charg...
A1 VM (Windows) - AP East	100 Hours	3.6643	0	3	5.76	17.28
A1 VM (Windows) - EU West	100 Hours	14.5973	0	14	5.76	80.64
A1 VM (Windows) - US East	100 Hours	40.279	0	40	5.76	230.40
A1 VM (Windows) - US South Central...	100 Hours	1.8398	0	1	3.84	3.84
A1 VM (Windows) - US West	100 Hours	42.0878	0	42	5.76	241.92
A6 VM (Windows) - US West	100 Hours	1.83	0	1	42.24	42.24
Backup	10 GB	0.0011	0	0	1.76	0.00
BASIC.A1 VM (Windows) - BR South	100 Hours	0.0849	0	0	5.70	0.00
BASIC.A1 VM (Windows) - US South C...	100 Hours	3.9666	0	3	4.74	14.22

Unit Price – The commitment pricing per unit used to calculate monthly charges

Usage Charge – The amount of money applied against your monetary commitment

Scrolling down will show usage and charges by categories in color coded and labelled sections for: charges against monetary commitment, charges in overage, charges billed separately and marketplace charges also billed separately

Note: To learn more about pricing, billing and metering, click [here](#).

Reports – Usage Summary – Quarterly View

This quarterly view shows the contract year broken down in quarters with the current quarter highlighted. There is a monthly summary for each quarter and if you scroll down you will get a monthly detail where you can filter by Department, Account and Subscription

Current quarter highlighted. Click on other quarters to change the focus to that quarter

Beginning Balance, Purchases, and Adjustments show pre-paid balance. Utilized shows spend against that balance. Service Overage and Charges Billed Separately show amount billed back in arrears by invoice.

	Description	Oct	Nov	Dec	Total
Azure Service Commitment	Beginning Balance	0.00	0.00	0.00	-
	New Purchases	0.00	0.00	0.00	-
	Adjustments	0.00	0.00	0.00	-
	Utilized	0.00	0.00	0.00	0.00
	Ending Balance	0.00	0.00	0.00	-
Overage	Service Overage	4,639.76	882.92	0.00	5,522.68
	Charges Billed Separately	0.00	0.00	0.00	0.00
	Total Overage	4,639.76	882.92	0.00	5,522.68
Total Usage	-	4,639.76	882.92	0.00	5,522.68
Azure Marketplace	-	2,393.57	4,482.95	0.00	6,876.52

Please note that Charges Billed Separately and Azure Marketplace charges are invoiced separately and not against the monetary commitment balance. They are billed back quarterly in arrears.

Reports – Usage Summary – Filtered Usage

Scrolling down show the service usage details and cost by service type and allows you to filter by Service Type, Department, Account and Subscription

Your view focus will be highlighted in blue

Two Views by Service and by Hierarchy: Service is Azure Services, Services Billed Separately, Marketplace etc. and Hierarchy is Department, Account and Subscription Level

Azure Service	Total
A1 VM (Windows) - AP East	882.92
A1 VM (Windows) - EU West	17.28
A1 VM (Windows) - US East	80.64
A1 VM (Windows) - US South Central...	230.40
A1 VM (Windows) - US West	3.84
A6 VM (Windows) - US West	241.92
Backup	42.24
BASIC.A1 VM (Windows) - BR South	0.00
BASIC.A1 VM (Windows) - US South C...	14.22

Reports – Usage Summary – Filtered Usage

Scrolling down show the service usage details and cost by service type and allows you to filter by Service Type, Department, Account and Subscription

The screenshot shows the 'Usage Summary' page for November. The left sidebar has a 'Reports' icon highlighted in blue. The main area displays a table of service usage data. At the top, there are three dropdown filters: 'Third Party Company' (set to 'Third Party Company'), 'Account Name' (set to 'Store Simple test'), and 'Subscription Name' (set to 'Microsoft Azure Enterprise (c5274c20-1129-4...')). The table has columns for 'Department Name', 'Account Name', 'Account Owner', 'Total', and 'Subscription Name'. The 'Total' column is sorted in descending order. The first row, 'Test Department A', is expanded, showing its account 'storssimpletest2' and owner 'storssimpletest2@ou...', with a total of 550.04. The second row, 'test department J', is collapsed. The third row, 'TEST SHAHADAT', is collapsed. The fourth row, 'test-V2', is collapsed. The fifth row, 'test-V2-01', is collapsed. The sixth row, 'TestDept', is expanded, showing its account 'Store Simple test' and owner 'storssimpletest@outlook.com', with a total of 103.67. The seventh row, 'vivek', is collapsed. The eighth row, 'zvxczxc', is collapsed. A large blue arrow points from the 'Reports' icon in the sidebar to the 'Reports' icon in the top navigation bar. Another blue arrow points from the 'Third Party Company' filter dropdown to the 'Third Party Company' entry in the 'Department Name' column. A third blue arrow points from the 'Account Name' filter dropdown to the 'Store Simple test' entry in the 'Account Name' column. A fourth blue arrow points from the 'Subscription Name' filter dropdown to the 'Microsoft Azure Enterprise' entry in the 'Subscription Name' column. A callout box with a blue border and white text says: 'Your view focus will be highlighted in blue'. A callout box with a blue border and white text says: 'I have chosen Charge by Hierarchy then the "Third Party Company" Department, then the "Store Simple Test" account, then the "Microsoft Azure Enterprise" subscription'. A callout box with a blue border and white text says: 'A click on the account or subscription in the panel expands the panel for that view. Clicking on the three dots contracts the view'.

Department Name	Account Name	Account Owner	Total	Subscription Name
Test Department A	storssimpletest2	storssimpletest2@ou...	550.04	Microsoft Azure Enterprise (c5274c20-1129-4...
test department J				
TEST SHAHADAT				
test-V2				
test-V2-01				
TestDept	Store Simple test	storssimpletest@outlook.com	103.67	Microsoft Azure Enterprise
vivek				
zvxczxc				

Reports – Download Usage

This is where you can see details in a spreadsheet that provide the lowest level details down to individual virtual machines and storage accounts. The Monthly Usage Detail reports are pre-pulled with historic month usage and current month to date usage. Enterprise Administrators have the ability to download all account and subscription daily, SKU-level usage data associated with the Enrollment. Account Owners have the ability to download usage data from subscriptions associated with their account and can only view cost data if it is enabled by the Enterprise Administrator.

The screenshot shows the Azure portal interface for 'Reports – Download Usage'. On the left, there's a sidebar with icons for Windows (100), Manage, Reports (selected), Notifications (2), and Help. The main content area has tabs for 'Usage Summary', 'Download Usage' (selected), 'Price Sheet', and 'Power BI Reporting'. Below these are links for 'Monthly Report Download (all accounts)', 'Advanced Report Download', and 'API Access Key'. The 'Download Usage' tab is active, showing a list of months from November 2015 to February 2016. To the right, four sections are displayed: 'Balance And Charge', 'Usage Detail', 'Marketplace Charges', and 'Price Sheet', each with multiple 'Download' links. Blue boxes highlight the descriptions for each section:

- Balance and Charge:** shows the usage summary view of month beginning balance and charges against that balance
- Usage Detail:** shows the monthly view of the detailed daily usage for all accounts and subscriptions
- Marketplace Charges:** shows the details for consumption based purchases. Fixed monthly charges are not here.
- Price Sheet:** shows historic service prices

Reports – Download Usage

This is where you can see details in a spreadsheet that provide the lowest level details down to individual virtual machines and storage accounts for a custom set of accounts and a custom date range. You can also use the API to pull data programmatically

Your view focus will be highlighted in blue.

This is the Advanced Report focus where you can choose a date range and account set for a custom report

Selecting the API Access Key focus opens this view, where you can generate, regenerate, delete and copy API keys

Usage Summary **Download Usage** Price Sheet Power BI Reporting

Monthly Report Download (all accounts) | Advanced Report Download | API Access Key

Select Date Range

From: 10/01/2015 To: 12/31/2015

Select Account

All Accounts Account Name Account Owner

	Requested On	Requested By	Status
+	11/9/2015	maeptest3@hotmail.com	No Data
+	11/9/2015	maeptest3@hotmail.com	Download
+	11/2/2015	maeptest3@hotmail.com	Download

Request Usage Data

Usage Summary **Download Usage** Price Sheet Power BI Reporting

Monthly Report Download (all accounts) | Advanced Report Download | API Access Key

Primary Key: eyJ0eXAiOiJKV1QiLCJhbGciOiJSUzI1Ni!  

Start Date: 9/17/2015-3/17/2016

Secondary Key: eyJ0eXAiOiJKV1QiLCJhbGciOiJSUzI1Ni!  

Start Date: 8/27/2015-2/27/2016

You will be prompted to confirm your actions for API key actions when you click on the icons

Reports – Price Sheet

This is where you can see your negotiated prices for each service

Your view focus will be highlighted in blue.

Unit of Measure varies to keep the price per unit above 1 US dollar in order to handle currency differences and exchange rate calculations

New in this UI is the ability to download the price sheet in an excel spreadsheet

Test Enrollment (Direct)

Download Search

Service	Unit of Measure	Included Quantity	Part Number	Unit Price
A0 Cloud Services - AP East	100 Hours	0	N7H-00463	\$1.28
A0 Cloud Services - AP Southeast	100 Hours	0	N7H-00451	\$1.28
A0 Cloud Services - AU East	100 Hours	0	N7H-01065	\$1.86
A0 Cloud Services - AU Southeast	100 Hours	0	N7H-01067	\$1.86
A0 Cloud Services - BR South	100 Hours	0	N7H-00444	\$1.54
A0 Cloud Services - CA Central	100 Hours	0	N7H-09719	\$1.54
A0 Cloud Services - CA Central - Dev/Test	100 Hours	0	N7H-09720	\$1.54
A0 Cloud Services - CA East	100 Hours	0	N7H-09721	\$1.41
A0 Cloud Services - CA East - Dev/Test	100 Hours	0	N7H-09722	\$1.41
A0 Cloud Services - EU North	100 Hours	0	N7H-00554	\$1.28

Unit prices are the prices you can expect to pay for the services you use.

Clicking on the Information icon will show the baseline negotiated rate and the current rate. Customers get the better of the two rates.

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Reports – Power BI Reporting

The screenshot shows the 'Power BI Reporting' section of the Azure portal. On the left, there's a vertical navigation bar with icons for Usage Summary, Download Usage, Price Sheet, Power BI Reporting (which is selected), Test Enrollment (Direct), Manage, Reports, Notifications (with 2 notifications), and Help. The main content area has a title 'Power BI Reporting' and a sub-section 'Power BI Reporting'. It explains that with the Microsoft Azure Enterprise content pack for Power BI, you can quickly import and analyze Azure consumption for your enterprise enrollment, find out which department, account or subscription consumed the most usage, which service your organization used most, or track spending and usage trends. Below this, there's a 'To access:' section with instructions to navigate to the Power BI Website and a detailed 5-step guide for connecting to Azure. At the bottom, it states that Power BI Reporting is available for EA Direct, Partner, and Indirect Customers who are able to view billing information.

Usage Summary Download Usage Price Sheet **Power BI Reporting**

Test Enrollment (Direct)

Power BI Reporting

With the Microsoft Azure Enterprise content pack for Power BI, you can quickly import and analyze Azure consumption for your enterprise enrollment, find out which department, account or subscription consumed the most usage, which service your organization used most, or track spending and usage trends.

To access:

Navigate to the [Power BI Website](#)

1. Log in with a valid Work or School Account
 - a. Work or School account can be the same or different than what is used to access the enrollment through the Enterprise Portal
2. On the Dashboard of services, choose
 - a. "Microsoft Azure Enterprise" tile
 - b. Click Connect
3. On the "Connect to Azure Enterprise" screen, choose
 - a. Azure Environment URL: <https://ea.azure.com>
 - b. Number of Months: choose between 1 and 36
 - c. Enrollment Number: enter the enrollment number
 - d. Click Next
4. On Authentication Key Box, enter the API Key. You can get the API key here in the Azure Enterprise portal, under "Download Usage" tab above, click "API Access Key"
 - a. Copy and Paste the Key into the box for "Account Key"
5. Data will take approximately 5 minutes -30 minutes to load in Power BI depending on the size of the datasets.

Power BI Reporting is available for EA Direct, Partner, and Indirect Customers who are able to view billing information.

Note: Microsoft Accounts (MSAs) are not supported for Power BI. You must have a valid Work or School Account with authentication in Azure Active Directory (AAD) in order to use Power BI.

The screenshot shows the 'Microsoft Azure Enterprise' content pack for Power BI. It features a grid of four tiles: Marketo (purple), Microsoft Azure Enterprise (blue), Microsoft Dynamics CRM (dark blue), and Microsoft Dynamics Marketing (light blue). Below the grid, there's a large dark banner with the text 'Microsoft Azure Enterprise'. A yellow 'Connect' button with a right-pointing arrow is at the bottom left. A smaller 'Learn more' link is at the bottom right. The main text on the banner describes the content pack's purpose: 'With the Microsoft Azure Enterprise content pack for Power BI, you can quickly import and analyze Azure consumption for your enterprise enrollment during the past 12 months. Find out which department, account or subscription consumed the most usage, which service your organization used most, or track spending and usage trends. Click the charts to drill down into more costing details.'

Marketo

Microsoft Azure Enterprise

Microsoft Dynamics CRM

Microsoft Dynamics Marketing

Microsoft Azure Enterprise

With the Microsoft Azure Enterprise content pack for Power BI, you can quickly import and analyze Azure consumption for your enterprise enrollment during the past 12 months. Find out which department, account or subscription consumed the most usage, which service your organization used most, or track spending and usage trends. Click the charts to drill down into more costing details.

Connect

[Learn more](#)

The screenshot shows the first step of the 'Connect to Microsoft Azure Enterprise' dialog. It has a title 'Connect to Microsoft Azure Enterprise' and a message: 'To start using your Microsoft Azure Enterprise data in Power BI, follow the prompts below.' It includes a 'Learn more' link and a 'Need help connecting?' link. The form fields are: 'Azure Environment URL' (set to 'http://ea.azure.com'), 'Number of Months' (set to '6'), and 'Enrollment Number' (set to '100'). At the bottom are 'Next' and 'Cancel' buttons.

Connect to Microsoft Azure Enterprise

To start using your Microsoft Azure Enterprise data in Power BI, follow the prompts below.

Need help connecting? [Learn more](#)

Azure Environment URL
The URL for the Azure environment you want to connect to

Number of Months
The number of months, between 1 - 36, for which to get data

Enrollment Number
The enrollment number for your Azure Enterprise subscription

Next **Cancel**

The screenshot shows the second step of the 'Connect to Microsoft Azure Enterprise' dialog. It has a title 'Connect to Microsoft Azure Enterprise' and a message: 'To start using your Microsoft Azure Enterprise data in Power BI, follow the prompts below.' It includes a 'Learn more' link and a 'Need help connecting?' link. The form fields are: 'URL' (set to 'http://ea.azure.com/rest/100'), 'Authentication method' (set to 'Key'), and 'Account key' (containing the placeholder 'cut and paste API Key Here'). At the bottom are 'Sign in' and 'Cancel' buttons.

Connect to Microsoft Azure Enterprise

To start using your Microsoft Azure Enterprise data in Power BI, follow the prompts below.

Need help connecting? [Learn more](#)

URL

Authentication method

Account key

Sign in **Cancel**

Reports – Power BI Reporting

Azure Enterprise Power BI dashboard. Key metrics displayed: Cost (\$882.92), Total Cost (31.86K), Count of Accounts (16), Count of Subscriptions (24). A world map shows costs by location. A donut chart breaks down costs by subscription name.

Azure Enterprise Power BI report details. Refresh history: Last refresh succeeded on Mon Nov 09 2015 at 17:56:28 GMT-0800 (Pacific Standard Time); Next refresh on Tue Nov 10 2015 at 05:46:30 GMT-0800 (Pacific Standard Time). A detailed usage filter panel is open, listing various account names and subscription categories.

Usage Trend By Accounts & Subscriptions report. Filters applied: Account Name (Database Mayo, Development, Enterprise - new name, Go Huskies, Microsoft Azure Enter..., Microsoft Azure Intern..., Pay As You Go, Pay-As-You-Go, Pay-As-You-Go(Conve...), Proof of Concept - Sto..., Seahawks Rule) and Month (2015-06, 2015-07, 2015-08, 2015-09). The report displays a pie chart of costs by subscription name/account name and a bar chart of costs by department name.

Default Dashboard: Customize and drill down by clicking.

Default Reports: Customize and drill down by clicking.

Datasets: Update automatically or can be refreshed on demand and you can build your own Dashboards and Reports from the dataset.

Overage Threshold Notifications

If your usage has exceeded your monetary commitment balance, your enrollment will begin to consume overage. Overage invoices are set to bill annually by default.

You will begin to receive email communications alerting you that you are nearing threshold of 1.5 times your monetary commitment. Once your balance reaches 1.5 times your commitment balance, your billing cycle will move from annual to quarterly. Email notifications are set to send at 50%, 75%, 90% and at 100% of the 1.5 threshold.

Company Name: PayG -Threshold Jobs Test 125

Enrollment Number: 7303460

Subscription Start Effective Date: 01/01/2013

Subscription End Effective Date: 12/31/2013

Dear Customer,

Our records indicate your agreement 7303460 is currently set to invoice overage annually. The billing term will change from annual to quarterly if you reach your monetary commitment purchases by more than 150%.

Monetary Commitment Purchases:	Invoicing Threshold(<i>1.5 times commitment purchase</i>)	Total Usage:
\$10,000.00	\$15,000.00	\$8,041.00

To remain on annual billing, please contact your Licensing Specialist Partner to add monetary commitment to your agreement before your total usage exceeds the invoicing threshold.

If you would like to view the detailed usage by account, subscription or service, please log into the [Windows Azure Enterprise Portal](#). If you experience any problems accessing the Windows Azure Enterprise Portal website, please click [here](#).

Thank you for choosing Microsoft®

Periodic Usage & Lifecycle Email Notifications

Enterprise Administrators are automatically enrolled to receive weekly notifications of their remaining monetary commitment balance and any unbilled usage. Emails are also sent to notify customers that their coverage period date is approaching, enrollment will be Disabled and De-provisioned.

Monetary Commitment Balance & Unbilled Usage:

- The emails provide a summary of current balance and any overage incurred as of date of email sent
- Each Enterprise Administrator has the ability to change the frequency of the notification to daily, weekly, monthly or turn them off completely.
- A Notification Contact can be added to receive notifications on the same frequency or can be set up independently on their own schedule
- To modify notification settings: hover over the admin account and then select the edit pen on the right, a popover will appear with notification settings

Email	Auth Type	Notification Frequency	Lifecycle Notification Supression
LSP_EA2@outlook.com	Microsoft Account	Weekly	No
LSP_EA@outlook.com	Microsoft Account	Weekly	No
maep-4282015@outlook.com	Microsoft Account	Weekly	No
maepao1@outlook.com	Microsoft Account	Weekly	No
maeptest3@hotmail.com	Microsoft Account	Weekly	No

Administrator

Email Address: maeptest3@hotmail.com

Notification Contact:

Notification Frequency: Daily Weekly Monthly None

Lifecycle Notification Supression: Coverage Period End Date Approaching Disable and De-provision Date Approaching

Company Name: SAB BVT (DO NOT USE)
Enrollment Number: 7303440
Subscription End Effective Date: 11/30/2013

The following is your monetary commitment balance and a total any unbilled overage charged as of 9/7/2011:

Monetary commitment balance	\$3,163.85
Unbilled overage charges	\$0.00

Please Note: there may be a latency of up to five days from the date of when some usage was incurred to when it is reflected in these totals. The above unbilled charges do not include any applicable taxes.

If you would like to view the full usage summary the breaks down these balances by month and service, please log into the [Windows Azure Enterprise Portal](#). If you would like to change the frequency in which you receive these notifications or elect not to receive these notifications, please log into the [Windows Azure Enterprise Portal](#) and select Notifications under reports.

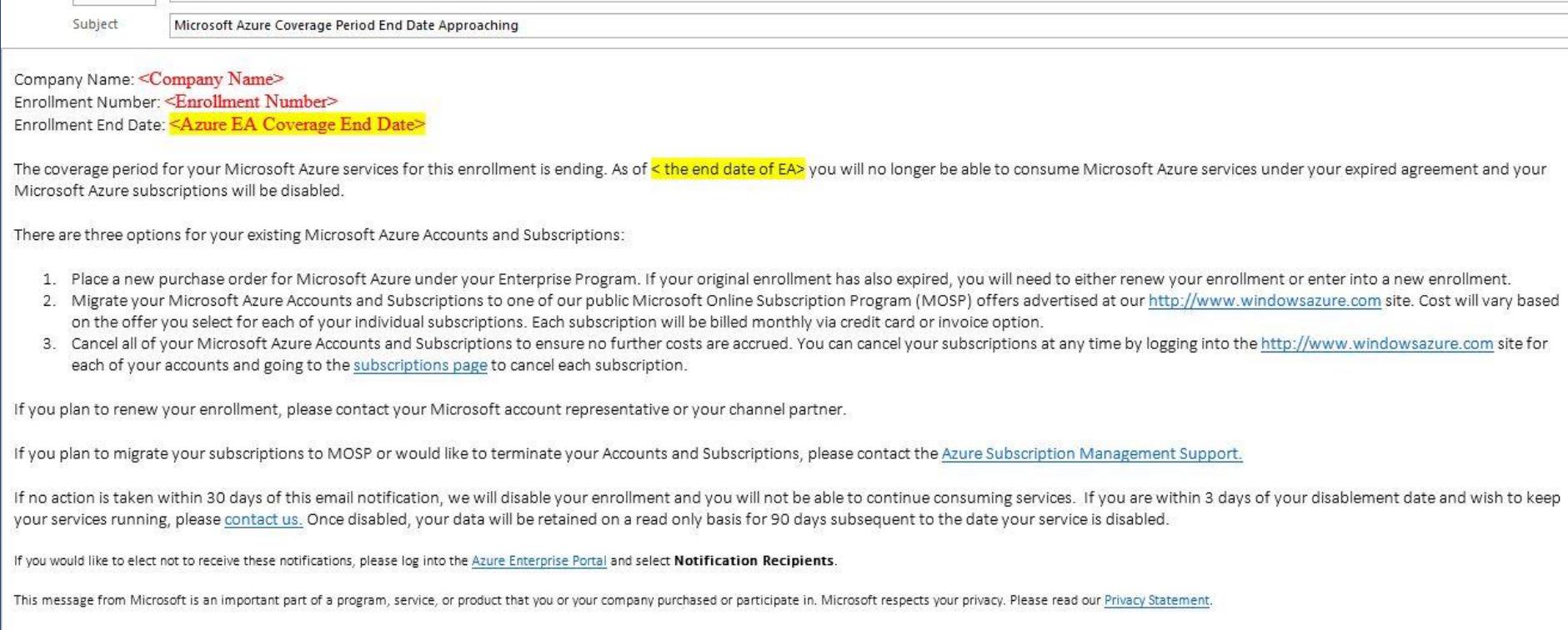
If you experience any problems accessing the Windows Azure Enterprise Portal website, please contact [customer support](#).

Thank you for choosing Microsoft®.

Lifecycle Email Notifications

Enterprise Administrators are automatically enrolled to receive weekly notifications of their remaining monetary commitment balance and any unbilled usage. Emails are also sent to notify customers that their coverage period date is approaching, enrollment will be Disabled and De-provisioned.

Lifecycle Email Notifications:

- Coverage Period End Date Approaching: Emails are sent to Enterprise Administrator 60, 30, 7 day prior to the Azure Amendment Coverage Period End Date
 - Disable and De-provision Date Approaching: Inform the Enterprise Administrators on an enrollment that the coverage period end date has past by more than 10 months and that their Accounts and Subscriptions will be disabled after the coverage period end date has been exceeded by one full year. Email is sent 60, 30, 15, 7 and 1 days prior to end of grace period.
- 
- The screenshot shows an email with the subject "Microsoft Azure Coverage Period End Date Approaching". The body of the email contains the following information:
Company Name: <Company Name>
Enrollment Number: <Enrollment Number>
Enrollment End Date: <Azure EA Coverage End Date>

The coverage period for your Microsoft Azure services for this enrollment is ending. As of <the end date of EA> you will no longer be able to consume Microsoft Azure services under your expired agreement and your Microsoft Azure subscriptions will be disabled.

There are three options for your existing Microsoft Azure Accounts and Subscriptions:
 1. Place a new purchase order for Microsoft Azure under your Enterprise Program. If your original enrollment has also expired, you will need to either renew your enrollment or enter into a new enrollment.
 2. Migrate your Microsoft Azure Accounts and Subscriptions to one of our public Microsoft Online Subscription Program (MOSP) offers advertised at our <http://www.windowsazure.com> site. Cost will vary based on the offer you select for each of your individual subscriptions. Each subscription will be billed monthly via credit card or invoice option.
 3. Cancel all of your Microsoft Azure Accounts and Subscriptions to ensure no further costs are accrued. You can cancel your subscriptions at any time by logging into the <http://www.windowsazure.com> site for each of your accounts and going to the [subscriptions page](#) to cancel each subscription.
If you plan to renew your enrollment, please contact your Microsoft account representative or your channel partner.
If you plan to migrate your subscriptions to MOSP or would like to terminate your Accounts and Subscriptions, please contact the [Azure Subscription Management Support](#).
If no action is taken within 30 days of this email notification, we will disable your enrollment and you will not be able to continue consuming services. If you are within 3 days of your disablement date and wish to keep your services running, please [contact us](#). Once disabled, your data will be retained on a read only basis for 90 days subsequent to the date your service is disabled.
If you would like to elect not to receive these notifications, please log into the [Azure Enterprise Portal](#) and select **Notification Recipients**.

This message from Microsoft is an important part of a program, service, or product that you or your company purchased or participate in. Microsoft respects your privacy. Please read our [Privacy Statement](#).

Our Tiered Support Offerings

For Complex Or Business Critical Applications
Premier
Developer Mentoring & Proactive Services
Assigned TAM or ADM Full Advisory Service
Unlimited Phone Support Unique Phone Line Exec Escalations
Response Time Fastest: <15 mins Priority Routing Designated support team
Unlimited Break/Fix Support (24X7)

Find details on our support offerings page
<http://azure.microsoft.com/en-us/support/plans/>

Priority Handling,
Skill building

Pro-Direct

Pooled Escalation Mgr
Basic Advisory Service

Unlimited Support Escalation Services

Response Time
Fastest: <1 hr
Priority Routing

Unlimited Break/Fix Support (24X7)

W6T-00002 EA SKU as PO Line Item

For Fast Response

Standard

1:1 Phone Support
(call-back, up to 3x month)

Response Time
Fastest: <2 hrs

Unlimited Break/Fix Support (24X7)

W6T-00003 EA SKU as PO Line Item

Support can be purchased through your channel partner. If you have already placed an order for a support plan and the order is pending, you can be temporarily enabled for technical support. To do so, please click on this [link](#) to create a support incident. Please select a Problem Type of "EA Agreement Orders" and a Category of "Support Order". In the description of the issue, please indicate that you have ordered or are in the process of ordering a paid support plan, the plan that you ordered (e.g., Standard, Professional Direct, etc.) and provide a description of your issue.

Available to all: Community Forum; Service Dashboard and Outage Reporting; Billing and Subscription Support

Microsoft Azure Services and Support Resources

Helpful Links

Microsoft Azure Enterprise Portal – To view your enterprise level accounts, subscriptions, monetary commitment and overage balances and to create accounts and subscriptions <https://ea.azure.com>

Microsoft Azure Management Portal – To deploy and host your applications once you have created a subscription on the Microsoft Azure Enterprise Portal <https://manage.windowsazure.com>

Microsoft Azure Account Dashboard – To update your subscription name or Service Administrator information
<https://account.windowsazure.com>

Demos of the various roles and portals and features can be found at our Channel9 Blob Site
<http://channel9.msdn.com/blogs/ea.azure.com>

Support

Microsoft Enterprise Portal Support – For Enterprise Portal Access, Administration and onboarding requests, go here:
<https://aka.ms/AzureEntSupport>

Microsoft Azure Support Resources (continued)

Service Dashboard – Current status on the health of Microsoft Azure Services can be viewed at the service dashboard at <http://azure.microsoft.com/en-us/support/service-dashboard/>. If you wish to receive notifications for interruptions to any of the services, you can subscribe to the respective RSS feeds from that page.

Service Level Agreements – To view service level agreements associated with Microsoft Azure services, go to the SLA homepage at <http://azure.microsoft.com/en-us/support/legal/sla/>.

Appendix for Managed Service Provider (MSP) Enrollments

Manage Departments Panel - MSP

The Department focus allows you to operate at the department level. The new default iconic view uses color to show active departments in green and inactive departments in orange. If you prefer a list view you can toggle to that view.

The screenshot shows a 'Department List' with 17 items. Each item has a card with a blue header, a thumbnail, the department name, spending quota, and an 'MSP' badge. A legend at the top right indicates: blue square = Active, orange square = Inactive, grey square = Pending. Filter buttons include 'Active' (checked), 'Search', '+ Add Department', '+ Add Administrator', and a collapse button. The sidebar on the left has 'Manage' selected. Callouts provide the following information:

- Your view focus will be highlighted in blue** (points to the 'Manage' button in the sidebar)
- MSP Departments are identified with the MSP badge** (points to the 'MSP' badge in the 'CompanyB' card)
- Default view uses Icons. You can toggle to a list view here** (points to the filter buttons)
- Filter to show only active status items** (points to the 'Active' filter button)
- Clicking on the Department will open a Details view where you can view and edit details** (points to the 'CompanyB' card)
- You can add Departments and Department Admins here.** (points to the '+ Add Department' button)
- Clicking on add will bring a slide out from the right hand side of the screen with an action box to fill in details.** (points to the '+ Add Department' button)

Enrollment	Department	Account	Subscription	Test Enrollment (Direct)
100	Manage			
Reports				
Notification				
Help				

Department List (17 in total)

avepoint customer Spending Quota \$0.00 MSP	CompanyB Spending Quota \$0.00 MSP	dfahfdah Spending Quota \$431,643.00 MSP	KKLLC Spending Quota \$66,666.00	notebooks billinger Spending Quota \$0.00	Paccar Spending Quota \$0.00 MSP
ryans' team Spending Quota \$0.00 MSP	Shaopeng Dept1 Spending Quota \$0.00 MSP	Shaopeng Dept2 U... Spending Quota \$0.00	Shell Spending Quota \$0.00 MSP	softline customer Spending Quota \$0.00 MSP	Test Department Spending Quota \$10,000.00
Test Department A Spending Quota \$0.00 MSP	TEST SHAHADAT Spending Quota \$15,000.00	test-V2-01 Spending Quota \$0.00	Third Party Company Spending Quota \$0.00 MSP	zvxczxc Spending Quota \$0.00	

Add Department - MSP

As an MSP enrollment when you add a department there is additional information needed for each department you define as an MSP department

When you click the add department button and select yes for MSP the information items will appear

Add Department

Department Name *

Cost Center *

Spending Quota

MSP

Yes No

MSP Contact Information ▾

Technical Contact Information ▾

Account and Application Information ▾

Add **Cancel**

MSP Contact Information ▾

Is Government

Yes No

Company Name *

Country/Region

First Name

Last Name

Email

Phone

Fax

Street *

City *

State/Province *

Postal Code

Contact Information has required fields with are noted with a *

It is important that the Company Name and Address are recognizable by Microsoft for billing and revenue purposes

MSP Contact Information ▾

Technical Contact Information ▾

First Name

Last Name

Email

Phone

Emergency Number

Account and Application Information ▾

Charge Code

Contract ID

Description

Although all other fields are optional there may be important fields for your use in managing MSP departments